Cleaning bid comparison sheet

Use one copy per bid and tick a line only when the bid states it in writing.

Company _____ **Your contact there** _____

Bid date _____ **Reviewed by** _____

Rooms, tasks, nights and hours

- ☐ All listed room types covered, entries to storage
- ☐ Tasks written out per area
- ☐ Frequency beside each task
- ☐ Nights per week match the request
- ☐ Cleaning window fits occupied hours
- ☐ Floor and carpet work on its own line with an interval
- ☐ Porter hours listed apart from nightly work
- ☐ Restricted rooms and entry rules acknowledged

Supplies and equipment

- ☐ Consumables included or excluded, stated plainly
- ☐ Included items named
- ☐ Reordering assigned
- ☐ Dispensers addressed: kept or replaced
- ☐ On-site storage needs stated
- ☐ Machines and equipment supplied by the company

Supervision and communication

- ☐ Quality inspections described, with frequency
- ☐ Your contact at the company named
- ☐ Way to report a missed task given
- ☐ How corrections reach the crew explained
- ☐ How room or schedule changes are added

Insurance and screening

- ☐ Certificate of insurance received
- ☐ Workers' compensation stated
- ☐ Bonding stated
- ☐ Crew background checks described
- ☐ Key, fob and alarm code handling explained

Start-up plan

- [ ] Walkthrough before the first night
- [ ] Start date proposed
- [ ] Key, badge and alarm code handover covered
- [ ] Check-ins on the first visits described
- [ ] Task list review after the first weeks set

Notes